


Renewing your license through your L/RSB (For Educators employed by a Supervisory Union)

This tutorial will walk you through each step of the renewal process, from submission to approval. All links are active, and when you see the icon  click the link for the video tutorial on YouTube.

Registering in the online system

- Educators must renew their license using the: [Vermont Online Licensing System for Educators](#) (A.K.A. “ALiS”)
- [How to register in ALiS and update your profile](#) pdf
- Include an **email address that you check frequently as your preferred email**. (The email address on record will be used to **communicate information about your application** as it is processed beginning with an email receipt verifying the Agency has received your application.)

Employment

- Educators who are employed in a Supervisory Union (public, private etc.) – your professional learning/renewal application will be reviewed and approved by your Local Standards Board.
- For your application to be routed to your Local Standards Board - you must complete the employment section. NOTE: For the position you currently hold, do not put an end date.
- [How to complete your employment section pdf](#)

Professional Learning

- **All questions on Professional Learning should be directed to your LSB representatives**
- [What qualifies as Professional Learning?](#) pdf
- **Level I renewal:** completion of a minimum of three (3) credits or 45 hours in the endorsement area. At least one (1) credit or 15 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the three (3) years preceding renewal of the Level I Professional Educator's License.
- **Level II renewal:** completion of a minimum of nine (9) credits or 135 hours in the endorsement area. PL may apply to more than one endorsement if applicable, however, at least three (3) credits or 45 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the seven (7) years preceding renewal of the Level II Educator License in each endorsement area.

Dear ANNIE SULLIVAN,

- The following license(s) are due for renewal:
 - II - Elementary Education
- You must renew your license by 06/30/2016 otherwise your license will expire.
- If you are not registered with the Online Licensing System, ALiS, please click [https://vtaoe-
uat.aithent.com:9443/login.aspx](https://vtaoe-uat.aithent.com:9443/login.aspx) and follow the REGISTER HERE link. on the "What do you want to do" Menu - Choose the Renew License(s) option. This will direct you into the renewal application.
- If you are already registered in ALiS, please login to [https://vtaoe-
uat.aithent.com:9443/login.aspx](https://vtaoe-uat.aithent.com:9443/login.aspx) and click on the Renew License(s) option on the "What do you want to do" Menu. This will direct you into the renewal application.
- **If you are currently employed by a school that is served by an L/RSB please:**

1. **update your employment info (See Tutorials on the AOE Licensing web page)**
2. **contact your L/RSB representative to find out your board's meeting dates for this renewal**

cycle.

- If you are not currently employed by a school, choose "other" when entering employment info.
- Additional resources to help guide you through the renewal process are available in the Relicensing Handbook for Vermont Educators at the following link:
http://education.vermont.gov/documents/EDU-Licensing_Vermont_Relicensure_Process.pdf
- This is a system-generated message. Please DO NOT reply to this email. If you have any questions, please contact the Agency of Education at: AOE.AliSEDLicensing@state.vt.us

Thank you,
Office of Educator Quality
Vermont Agency of Education
219 North Main Street, Suite 402 Barre, VT 05641



Renewal Notification Email





Login and choose Renew License

Contact Information
Name: AYN RAND
GGN
ARLINGTON VT 05250
Phone #: 111-111-1111
Email: rebecca.plude@state.vt.us

WHAT DO YOU WANT TO DO?
View Pending Online Application(s)
Update Profile
Renew License(s)
Add New Endorsement
Reinstatement License(s)
Print License Details
Apply For Retired License
Apply for New License
Change Password
PL Activity



If the AOE does NOT have a Criminal Record Check (CRC) on file for you – this question will appear.

Renewal Application Preliminary Question(s)

Fields marked with asterisk (*) are required.

Renewal Application Preliminary Question(s)

Our records indicate that we do not have conclusive evidence that you have completed a criminal record check after July 1, 1998. ☒ Yes ☐ No

Have you undergone a fingerprint supported criminal record check completed after July 1, 1998 by either a Vermont School District or the Vermont Agency of Education? *

Reset

Next Step

- Follow our flowchart to determine your status: [Criminal Record Check Flowchart](#) pdf

If you answer YES – complete the [Authorization to release criminal record check information to the VT Agency of Education](#). (The system will direct you right into your renewal application.)



219 North Main Street | Suite 402 | Barre, VT 05641
(p) 802-479-1700 | (f) 802-479-4313 | education.vermont.gov

**Authorization to Release
Criminal Record Check Information
to the Vermont Agency of Education**

The AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION form may be used in place of the Request for Criminal Record Check form and fingerprinting in the educator licensing process **if you meet the conditions below.**

Criminal Record Check information cannot be forwarded to the Agency of Education without this form.

VERMONT TEACHERS, STUDENT TEACHERS and others who have been fingerprinted for a Vermont school district

To qualify to use this form you must meet both of the following conditions.

- You completed a "Request for Criminal Record Check" form and fingerprinting with a supervisory

If you answer NO – complete the CRC application and submit to AOE (\$16.50 fee). After completion, choose Renew License from your home menu.

Criminal Record Check

Fields marked with asterisk (*) are required.

PERSONAL & CONTACT INFORMATION CRC INFORMATION ATTESTATION

Please review Personal Information for accuracy.

Personal Information

Last Name *	RAND	First Name *	AYN	Middle Name	
Suffix		Maiden Names/Other First & Last Names ?	COONEY	DOB *	01/01/1980
Gender *	Female	Ethnicity *	Prefer not to answ	Race *	Prefer not to answ
SSN *	xxx-xx-0026				

Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	United States	Street 1 *	GGN	Street 2		Zip *	05250
City *	ARLINGTON	State/Province *	Vermont	Alternate Phone # - Ext.	111-111-1111	Fax	
Phone # - Ext. *	111-111-1111 - 27225	Alternate E-mail	a@a.com				
Preferred E-mail *	rebecca.plude@state.vt						

Reset Save & Logout Save & Go to Next Step



<https://youtu.be/xf-IMKm-uxc>

Completing your renewal

Step 1

Complete your:

- personal information
- license information
- employment/professional learning
- SUBMIT TO L/RSB for approval.

\$50 Non-Refundable Processing Fee



<https://youtu.be/6-8SoRAPkQ>

Professional Learning – Dates

Level II

Activity Details

The Start Date cannot be prior to 01/01/2011. Please provide a valid Start Date.
The End Date cannot be prior to 01/01/2011. Please provide a valid End Date.

Level II Licenses - when entering an activity older than 1/1/2011 – you will need to enter a “placeholder” date of 1/1/2011 and indicate the actual date in your description. (Unfortunately the system is set up for the new 5 year license, this is a workaround. We apologize for the inconvenience.)

Checklist – Self Assessment

- In order for your renewal to be considered complete – you will need to upload the [Verification of Self-Assessment on teaching and/or leadership practice](#) pdf.
- Access the form online, print, complete, scan and upload to your file. You may also deliver this directly to your L/RSB.



<https://youtu.be/2JekOQQJt8U>

Checklist - Professional Learning

Forgot to enter an activity? Need to edit what you entered? Not a problem! While waiting for your L/RSB to approve your PL, you may enter your application and add/edit PL (may not delete anything once it's saved).



<https://youtu.be/oJsEozXJ-i8>

L/RSB Review

Step 2

- Your L/RSB will review your application and you will receive an email confirming it is complete
- Log back into your application – and submit to the AOE for FINAL APPROVAL



<https://youtu.be/xh4IDcOGgeQ>

Approval by AOE Staff – Final Payment Step 3

- Complete final payment



<https://youtu.be/MRj3aADUAvY>

Final Approval by AOE Staff

Step 4

- AOE staff approve receipt of final payment, and issue your license
- [Print License details](#)



<https://youtu.be/Y9hlrrVfrHE>